

# FY 2011 1<sup>st</sup> QTR Property Management Officer Calendar

## REMINDERS

**Sunflower Personal Property Management System will be designated the system of record for reporting and reconciling personal property payments to the corresponding personal property records effective 10/4/10.**

*ARE THERE ANY CAPITALIZED ASSETS ADDITIONS AND DELETIONS THAT NEED TO BE REPORTED TO PPMB?*

## NOAA Electric Forms

**NOAA Form (NF) 37-509 “Property Transaction Request”:** Use the form to request capitalized asset additions, deletions, change asset information and transfer. <http://www.corporateservices.noaa.gov/~noaaforms/eforms/NF37-509.pdf>

**NF 37-6 “Report of Property Constructed”:** Use the form to request for transferring from CWIP to PP&E.  
<http://www.corporateservices.noaa.gov/~finance/CWIP.html>

**Form CD-52 “Report of Review of Property”:** Use the form to request for final event assets; e.g.: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property. [http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic\\_Forms/FormsByNumber/index.htm](http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/index.htm)

## Upcoming Events & Due Dates:

<b>External (KPMG) Audit</b>	Prepared By Client (PBC) request: <a href="http://www.corporateservices.noaa.gov/~finance/audit.html">http://www.corporateservices.noaa.gov/~finance/audit.html</a> Capitalized personal property financial reports for Q5: <b>October 6, 2010</b> Monthly Adds file for the 3 months ending September 30, 2010: <b>October 6, 2010</b> Heritage Assets report as of September 30, 2010: <b>October 6, 2010</b> UPR detailed excel file with detailed transactions as of September 30, 2010: <b>October 6, 2010</b>
<b>Inventories</b>	1 <sup>st</sup> Quarter Annual Wall to Wall Inventory/ WFM, OCAO, OCIO, OCFO, AGO, USEC and NESDIS; Inventory certifications from Line Offices are due on December 17, 2010.
<b>Heritage Asset Certification</b>	PPMB will request the 1 <sup>st</sup> quarter data call for Heritage Asset Certifications on November 1, 2010 and the due date for the certifications from Line Offices is December 1, 2010.

# October 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR data is available in Sunflower anytime through the month.					1 Run Depreciation	2
3	4 Financial reports due to Finance	5 Special BOR Meeting	6 PBC requests due to KPMG	7 LO Meeting PPMB Staff Meeting	8	9
10	11	12 Heritage Asset Meeting Cut-off date for financial reports	13 PMO HCHB Meeting Run depreciation	14 PPMB Staff Meeting	15	16
17	18 Financial report due to Finance	19 CWIP Meeting	20 BOR Meeting	21 PPMB Staff Meeting	22	23
24	25	26	27	28 PPMB Staff Meeting	29	30
31						

# November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Heritage Asset Cert. Request to LO	2 Special BOR Meeting	3 UPR Cert Due from PM	4 LO Meeting PPMB Staff Meeting	5	6
7	8	9 Heritage Asset Meeting	10	11 PPMB Staff Meeting  Cut-off date for financial reports	12 Run depreciation	13
14	15	16 CWIP Meeting	17 BOR Meeting  Financial reports due to Finance	18 PPMB Staff Meeting	19	20
21	22	23	24	25 PPMB Staff Meeting	26	27
28	29	30	UPR data is available in Sunflower anytime through the month.			

# December 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR data is available in Sunflower anytime through the month.			1 Complete refresher cert. program UPR cert. due from PM Heritage asset cert. due from LO	2  PPMB Staff Meeting	3	4
5	6	7 Special BOR Meeting	8 PMO HCHB Meeting	9 PPMB Staff Meeting	10 Cut-off date for financial reports	11
12	13 Run depreciation	14 Heritage Asset Meeting	15 BOR Meeting	16 PPMB Staff Meeting	17 Q1 inventory certifications are due  Financial reports due to Finance	18
19	20	21 CWIP Meeting	22	23 PPMB Staff Meeting	24	25
26	27	28	29	30 PPMB Staff Meeting	31	